G. R. S. 58]

A+F

1

Previous references.

1916 X 4

(E. Ag.)

File No. 93 gen

Serial Nos. 1–3

Later references.

GENERAL AND REVENUE SECRETARIAT.

Serial Nos. 1– 3

Part B for

SUBJECT.

Rules for the preservation and destruction of Records office of the Director of Agriculture

G. O. No. 93-3 – E. Ag. dated 10th June 1916 Sanctions Read rules for Agricultural Depts.

W D 1351—GPB—20,000—18-12-15

Receiver 21/7/16

G.R.S. 11] 1914-15

GENERAL AND REVENUE SECRETARIAT.

(E.A.Bs.)

NOTES.

File No. 93-14

FILE HEADING.

Framing of rules for the preservation and destruction of office records.

From

The Director of Agriculture in Mysore

No. 3755 Dated 21st January 15 Received 23-1-15.

Diary No.	Enclos.	Spare Copies.	Serial No.
			1

BRIEF ABSTRACT OF LETTER.

Requests for a copy of G.O. No. C. 4871-57/Sm. 200-10 dt. 27th Feby 1911 requiring Hds of Depts: to frame rules for the preservation & destruction of office records.

NOTES AND ORDERS.

The Dir: of agriculture was as required in G.O. No. C. 4871-57/Sm. 200-10-1 dt. 27th Feby 1911 requested to frame rules early and expedite the submission of the same.

The Dr: wants a copy of the G.O. Draft for

NOTES—First Sheet.

GPB.—35,000.—15-6-12

G. R. S. 12]

General and Revenue Secretariat. | E.A. File No. 6K493 of 1914-15

Serial No.	
	warding one is ordd. Nagle MM 23/1/15. Issue MM 25/1
2	Letter No: 345 dy 28-1-1915 forwarding a spare copy of Govt. No: C 4871-57/Sm. 200-10-1 dy 8th Feby 1911 as requested by the Dept: of agriculture.
3	Letter No: 4084 dy 8th Feb 15 from the Director of agriculture requesting for reference and return a copy of the rules of other depts: in the State. 3 The record manual Vol I is about to be published in a few days. a copy of this may be sent on receipt of copies from the Press. The Dept: will be replied to accordingly or the receipt of copies awaited. Submitted for orders. Nagle MM 13/2/15. 5 An intermediate reply may be sent on the lines suggested
	Nagle MM 13/2/15 6 Draft ordd Nagle MM 15/2/15. 7 Issue MM 18/2
4	Letter No: 412 dy 17-2-1915 from Dept of agriculture in Mysore State

NOTE—Contn. sheet.

GPB—25,000—2-11-14

. R. S. 12]

General and Revenue Secretariat.

E/A File No. 6493 of 1914-15.

Serial No.	
	that a copy of the record manual now in print will be sent on receipt from the Press.
	Copies of the Record Manual were received and sent to the Dr. of Agriculture along with others in the General Distribution. A draft devising the Director to supervise the preparation of record rules for his office is put up.
	Rules Nagpur 27/5. Drone 27/5
5	To the Dr. of Agriculture Letter No. 703 of the 29th May 915 enquiring when the draft rules may be expected.
6	From the Dr. of Agriculture Letter No. 35 of 26/7/15. forwarding draft rules. Set of rules for the destruction of records together with two lists — one of papers to be permanently preserved and another for those to be kept for a definite period — has been framed and enclosed. It is not stated during what month of the year the destruction of time barred papers should be attended to and by whom. The nature of papers could have been more clearly stated as is usually done in all other

NOTE—Contn. sheet.

GPB—25,000—22-3-15

F. R. S. 12]

General and Revenue Secretariat.

File No. 1493 of 1914-15.

Serial No.

offices.
Papers relating to leave (other than casual) do not seem to require permanent preservation as a note of all such leave should be made in the Service Register month by month.
Similarly service Registers may be destroyed at the end of 3 years after resignation or discharge or retirement of the Offr. as in the case of Distt offices.
Submitted
Mcl 2/8/15.

Draft reply on these lines and also state that G.O No 4811 dated 21st Feby 1911 lays down no general principles. Para 3 may therefore be amended

Mcl 4/8/15

MW 4/8

Submitted 12 Issue
Mcl 14/8. Mcl 18/8

7. To the Director of Agriculture.
No. 342 & 2049/15
Request time to revise the Rules in the light of certain observations made and resubmit the same early.

NOTE—Contn. sheet.

GPB—25,000—30-4-15

General and Revenue Secretariat.

G. R. File No. (G)93/14 ~~of 1914.5~~

Serial No.

No reply has been received yet.
Noted with a brief reminder.
Done
May
28/10

On issue of the reminder, the Do: sends the following reply:—

8 Letter No: 116/S of the 2nd instant from the Do: Jaipur: stating that the lists are tentative and may be approved for the present and suggesting certain addns and alterations to the rules originally proposed.

The addns: and alterations, suggestions are made in pencil in the copy of the rules. The reason assigned for the permanent preservation of papers relating to leave in the case of Jagirdar officers does not seem to be adequate.

On a comparison with the list of Standard periods furnished by the Comptr:, it is found that only the "Each book, Acquittance roll, and Service Registers" items are traceable in list A. It is a question whether Furniture register, Stg: reg:, and Travelling allce: register may be considered to come under Furniture & Stg: of list B, and item No: 12 "Allowance" in list A respectively.

NOTE---Contn. sheet.

GPB—25,000—30-4-15

, R. S. 12]

General and Revenue Secretariat.

E & A File No. 4193 of 1914-5.

Serial No.

It cannot be stated definitely under what items, the follg: registers referred to in the Comptr's list may appropriately go:- (i) Office order book (ii) Regr: of Cash remittance to Treasuries &c (iii) Contingent register and (iv) Order book for contingent charges. This is due to the nature of papers not being clearly described in the lists. The Govt: says that the lists are after all tentative and maybe adopted as they stand.

Submitted 17/11 Please obtain the Madras rules

Received 27/11

A copy of the rules obtained from the Office of Govt: of Agriculture is put up.

Submitted 20/11

The Ag Director says that the list is quite comprehensive. That it appears to what is required is to see that no needless categories of papers have been put in. A 21 Receipt books and Collector's ledgers of crop cutting experiments. This is apparently borrowed from the Madras list without modification. It is doubtful if there are any documents here under these names. Again A 63 is wages. In the Madras list I

NOTE—Contn. sheet.

GPB—20,000—30-6-15

F. R. S. 12]

General and Revenue Secretariat.

G.A. File No. G. 93 of 191 .

Serial No.

Think this refers to the half yearly wages returns, which in Mysore is now prepared by the Director of Agriculture — Under Reports & Returns is mentioned one relating to officers drawing Rs 50 & over. It is not clear that there is any returns of this kind in Mysore Agrl dept.

2 In ~~view of the above~~ list B, the heads correspondence & Expenditure seem to be too vague.

4 These defects & the ones pointed out in the Office note may be brought to the notice of the Director and he may also be requested to see if it is not possible to adopt one uniform period (with exceptions, where absolutely necessary) for the retention of records which do not require permanent preservation.

Please put up a draft on the above points —

sms 27/11

Noted

sms 30/12

23 To Br VI for favour of remarks before approval of the Bd

Draft 24/1

NOTE—Contn. sheet.

GPB—20,000—30-6-15

G. R. S. 12]

380

8 9

General and Revenue Secretariat.

E&A File No. 6/93 of 191 .

Serial No.

I think "crop cutting experiments" have to be permanently retained. This may be omitted from the draft: "collectors' books" may be retained in the draft. I know crop cutting experiments are undertaken by the Deptt.

For remarks

Sd/ 21/12

26 I agree with the Hon'ble Sahibzada

To E. A Branch. 24.1. 22/12

Sd/ 27 Some drafts revised, hereto this copy in triplicate. 27/12

9 Draft issued. 7/1/16. To Mem'ble Agric: in Supreme Legislative to revise the rules on the lines indicated.

28 Reminder sent up. Subd Nil 6/3.

10 Letter No. 270/S dy. 9th March 16 from the Dr. Agric submitting revised lists of records to be preserved & destroyed.

29 In the revised list now sent, contingent register No. 9 in List A is to be preserved

NOTE—Contn. sheet.

GPB—60,000—7-11-13

G. R. S. 12]

General and Revenue Secretariat.

E. A. File No. 6/93. of 191 .

Serial No.

1 Yes

Yes

1 year

Yes - omit 507.

Rules nege 19/4

30

31

Nege. 19/4.

32

120 20.4.16

NOTE—Contn. sheet.

GPB —70,000—17-12-15

G. R. S. 12]

Prots 2/5 B 20/6/16 10

General and Revenue Secretariat. E.A. File No. 6/93 of 191 .

Serial No.	
	Please submit the changes ordered in the above & show me before transmission to Press.
	22/6
3	No. 18-93-3 – E.A. of the 10th June 16. Sanctioning record rules for the agricultural dept.:
issued	

NOTE—Contn. sheet.

GPB –70,000—17-12-15

File 14 1914-15 Sl. 1 12

General and Revenue Departments,

No.304-313 Bangalore, 15th January 1915.

From

The Secretary to Government,
General and Revenue Departments.

To

The Director of Agriculture
in Mysore

Sir,

Adverting to G.O.No.G.4811-57 dated 1st February 1911 requesting Heads of Departments to frame suitable rules for periodical destruction of records in their offices and submit them for the approval of Government, I am directed to enquire when the rules framed in accordance with the above order may be expected.

The rules are long overdue and their submission may therefore be expedited.

I have the honour to be,
Sir,
Your most obedient servant,

(Sd) D.M.Narasinga Rao,

Offg. Secretary to Government,
General and Revenue Deptts.

D.no. 213/E.M.
23.1.15

File no 14 of 1914-15
Sl 2 13

GPB—4,000—13-5-14

DEPARTMENT OF AGRICULTURE,
MYSORE STATE.

Bangalore,
21st January 1915.

No. 3755

FROM

LESLIE C. COLEMAN, ESQ., M.A., PH.D.,
DIRECTOR OF AGRICULTURE IN MYSORE,
BANGALORE.

To

The Secretary to the Government of,
His highness the Maharaja of Mysore,
Gen. & Rev. Departments, Bangalore.

SIR,

With reference to your letter No. 304-313/E.A. of 15th Jan. 1915 I have the honour to state that a copy of Government order No. G.4811-57/G.M. 200-10-1 of 1st February 1911 relating to destruction of records is not forthcoming in this office and to request therefore that a copy may kindly be furnished.

I have the honour to be,
Sir,
Your most obedient servant,

Leslie C. Coleman
Director of Agriculture.

G. R. S. 26]

File No. 14 § 14-15

Serial No. 3

Diary No. of letter replied to 213.

No. 345 / Rev. 1
Ag

General and Revenue Secretariat
( )
, *the* 191 .

To

The Dd: of Agriculture
in Mysore

Date of issue 28. 1 - 1915

Signed by Mr. N. Madhava Rao.

Sir,

As requested in your letter No. 3755 of the 21st inst, I am desired to forward herewith a copy of G.O. No: Ce 4811-57/Gm. 200-10-1 dt. 8th Feby 1911 in re framing rules for the preservation and destruction of office records.

However in view
rule 23/1.
of Govt. Sects to Govt's

SUBJECT.

D. no 261/E-A.
11.2.15.

GPB—4,000—13-5-14

DEPARTMENT OF AGRICULTURE,
MYSORE STATE.

Bangalore,
8th February 1915.

No. Le 084.

FROM

LESLIE C. COLEMAN, ESQ., M.A., PH.D.,
DIRECTOR OF AGRICULTURE IN MYSORE,
BANGALORE.

To

The Secretary to the Government of
His Highness the Maharaja of Mysore,
General & Revenue Departments, Bangalore.

SIR,

With reference to your letter No. 304-313 of 15-1-1915 I have the honor to state that no rules are at present being observed with regard to the periodical destruction of records in this Department nor has any record been destroyed up to now. Before framing a set of rules however in this connection for future guidance I should be glad to refer to the rules of other Departments in the state and should therefore request that they may kindly be caused to be sent to me for reference and return if necessary.

I have the honor to be,
Sir,
Your most obedient servant

H. Krishnaswami
for Director of Agriculture.

G. R. S. 26]

File No. 14 - 14

Serial No. 5

Diary No. of letter replied to 261/2-A
11-2-15

No. 412
2 D

General and Revenue Secretariat
( )
, *the* 191 .

To The Director of agriculture
in mysore.

Date of issue 17-2-1915

Signed by Mr. N. Madhava Rao

Sir,

With refce: to your letter
No: 4084 of the 8th ult: requesting
for copies of the rules relating to
destruction of records in other
Depts in the State, I am directed
to state that a volume containing all such rules is under print
and a copy will be sent on receipt
from the Press.

I have &c
for Secy. to Govt.
Under Secy.

over

Rept
15/2/15.

SUBJECT.

G. R. S. 26]

SUBJECT Enquiring when the draft rules relating to the destruction of records in the Agl. Deptt. may be expected.

Diary No. of letter replied to

Section

File No.

Serial No.

General and Revenue Secretariat

( )

, *the* 191 .

No. 203 E&A

Date of issue 29.5.15.

To

Signed by Mr. N. Mookerjee for Regr.

The Director of Agriculture in Mysore.

Sir,

I am directed to invite your attention to this office No. 674 of 17th inst. forwarding a copy of the Record manual and to request to be informed when the draft rules relating to the destruction of records in your

over.

Dept: marked & packed.

Thavenca

Mly

Foreign Legislative Dept.

Genl & Rev: Dept.

Mgll
·27/5·

List of enclosures.

Copied by

Examined by

GPB—20,000—14-2-14

D. no 130/8-A
29.7.15

File no 14 of 14-D ... No 380
Sl. 6

19

GPB—1,000—1-5-15

DEPARTMENT OF AGRICULTURE,
MYSORE STATE,

SEC ... 13-19
SECTION
FILE No.
SERIAL No.

Bangalore, 26th July 191[illegible]

No. 35
Cove. Three.

27.

FROM

LESLIE C. COLEMAN, ESQ., M.A., PH.D.,
DIRECTOR OF AGRICULTURE IN MYSORE,
BANGALORE.

To

D. M. NARASINGA RAO, Esquire, B.A., B.L.,
Secretary to the Government of H. H.
the Maharaja of Mysore, General Dept.,
Bangalore.

SIR,

With reference to your letter No.703 of 28th May 1915, I have the honour to forward herewith ~~a~~ draft rules re the destruction of Records in this Department.

I have the honour to be,
Sir,
Your most obedient servant,

Leslie C. Coleman

Director of Agriculture.

A

Papers and other records to be retained permanently.

1. Acts and Rules.
2 Acquittance roll. ——— 35 years.
3 Administration reports.
4 Agricultural General - i.e. reports of permanent interest e.g. on agricultural practices of a tract, possibilities of certain crops or varieties &c
5 Agricultural School - i.e. organisation, curriculum, final papers about building, equipment.
6 ,, Associations - i.e. organisation, reports of work done.
7 ,, Department - organisation, duties of -, general reports relating to -.
8 ,, Exhibitions - organisation, final reports thereon.
9 ,, Education - organisation, development - or papers relating to the principle thereof.
10 ,, Conferences - do - - do - - do -
11 ,, Statistics - excluding intermediate correspondence re collecting.
12 Allowances - excluding grain compensation allowance,
13 Analysis,
14 Book and Periodicals,
15 Budget - excluding those specified in List B.
16 Buildings - do - - do -
17 Cattle Shows - organisation and final reports
18 Cash Books and Ledgers.
19 Agricultural Co-operative Societies - everything,
20 Co-operative Credit Societies - everything.
21 Crop and Crop cutting experiments - posting books and Collector's original ledgers. 9
22 Economic Products,
23 Entomology - excluding progress returns,
24 Establishments, ——— 60 years.
25 Farm - proposals for establishing - & correspondence re closing
26 Gazettes,
27 Head Quarters of officers,
28 Industries
29 Insects and Insect pests - other than applications for advice,
30 Irrigation,
31 Land - acquisition,

List A (continued).

32 Leave - other than casual,

33 Machine & Machinery, implements including reports on utility thereof.

34 Maps

35 Mycology excluding applications for advice,

36 Pensions and Pensioners,

37 Personal conduct of Government Servants

38 Printed Proceedings BOOks

39 Programme of works of officers,

40 Registers of files and letters

41 Salary - not increment papers,

42 Service Registers, — will be retained with H/C concerned.

43 Wages,

44 Works.

Also papers relating to
(a) organisation or development - not intermediate correspondence or sanctions for purchase - of enquires or work relating to particular matter of agricultural interest
(b) reports thereon - not being progress reports.

This list will be expanded as work expands. But in it may be included for the present the following:-

Arecanut,
Chemical Analyses,
Cotton,
Cambodia cotton
Cocoanut
Coffee and Planters' products,
Dairy - also milk, butter, cheese,
Cattle,
Grass and fodder plants,
Groundnut,
Manures,
Potatoes,
Poultry,
Soils,
Silk,
Sugar cane,
Tobacco,
Jola,
Ragi,
Rice.

B.

Papers to be usually destroyed after a certain period.

	To be destroyed after years		To be destroyed after years
Accounts	3	Forms	3
Addresses	1	Furniture	3
Advice to private parties and despatch of publications	2	Land excluding acquisitions and agreements, rent of land leased	2
Agricultural implements (other than reports on their utility)	3	Casual leave	1
Agricultural publications	2	Liveries	5
Allowances - G.C.A.	1	Live-stock - i.e. advice purchase	3
Budget-reappropriation statements, revised estimates, surrender statements, additional allotments, budget estimates	5	Petitions	3
Buildings-all routine correspondence	1	Rainfall and gauges	5
Cattle Fairs	1	R.T.R.	2
Census-routine correspondence	2	Reports & returns-	
Correspondence — —	2	Farm monthly reports	1
Dead Stock	2	Officers' reports	1
Diary	2	Establishment lists	2
Electric light	2	Officers drawing Rs. 50/- and over	2
Examinations	3	Unanswered references	1
Expenditure - -	3	Insect pests and disease monthly	1
~~Forecast reports - not posting books but Amildar's returns.)~~	~~2~~	Rents, rates and taxes	5
		Rewards	3
		Salary increments	3
		Seed	1
		Stamps	3
		Stationery- indents	10
		,, others	3
		Stores	5
		Tours	2

Sep 1915

G. R. S. 26]

SUBJECT... Request that the draft rules & lists for the destruction of records in the Agl: Deptt: may be revised & resubmitted early.

Diary No. of letter replied to_____

General and Revenue Secretariat

( )

, the 191 .

Date of issue 20 - 8 - 1915

Signed Yar. L. Madhava Rao

Section C. A

File No. 14-1915

Serial No. 7

No. 342
S.A

To

The Dir: of Agriculture

Sir,

With ref ce: to your letter No. 35 dtd 26th Ulto: submitting a set of draft rules for the destruction of the records of the Agl: Deptt, I am directed to observe that no mention as to the period of the year when the records are to be destroyed annually and by whom is made in the

over.

rules. as follows

We refer to the general principles laid down in the Instr. order of 1911 referred to in rule 3 is not clear. as the Q is whether the rule may be more clearly stated. lay down any general principles as contained in the rule.

With regard to the lists if it is desirable that up, I am to state that the nature of papers should be more clearly described as is done in other Offices vide Record manual.

The following papers included in list A do not require permanent preservation :—

(i) Papers relating to leave (other than casual) — a note of such leave has to be made in the Ser-Regn of the Officials concerned from month to month.

(ii) Service Registers. These may be destroyed at the end of 3 years after resignation,

List of enclosures.

Copied by

Examined by

GPB—20,000—14-2-14

G. R. S. 27]

GENERAL AND REVENUE SECRETARIAT.

(Continuation sheet draft form.)

on change or retirement of the official as in other cases.

The lists and the rules may kindly be revised in the light of the above observations and submitted early.

I have etc.

Secy

Offg. Secy to Govt.

Secy to Govt.

Secy to Govt.

GPB—12,000—15-2-13.

GPB—50,000—30-7-15

1915.

VIII Agri 3/11

From

The Offg. Director of
Agriculture in Mysore,
Bangalore.

To

The ~~Offg~~. Secry. to Govt.
of Mysore, Deptts. ~~of~~
~~Agri., &c.~~, Bangalore.

Dated 2nd November 1915.

Despatched

Received

General No. 116.
No. 5

Enclosure No.

Submitting certain observations in re destruction of records of the Agricultural Department.

DIARY No. 433 97

19 -18
SECTION E.A.B.
FILE No. 14-14-15
SERIAL No. 8

W. D. 895—GPB—2,000—26-10-15

Telegraphic Address
"Agri. Bangalore."

DEPARTMENT OF AGRICULTURE,
MYSORE STATE.

No. 116/5

OFFICE OF THE DIRECTOR OF AGRICULTURE

Bangalore, 2nd November *191* 5.

FROM

H. V. KRISHNAYYA, ESQ., B.A., F.C.S.,
Officiating Director of Agriculture in Mysore,
Bangalore.

To

D. M. NARASINGA RAO, Esquire, B.A., B.L.,
Secretary to the Government of His
Highness the Maharaja of Mysore,
General Department, Bangalore.

SIR,

In reply to your letter No.342/E.A. dated 19th August 1915, I have the honour to observe as follows:-

In rule 3, I would altogether omit the reference to general principles laid down in Government Order especially as rule 4 ensures that no mistakes will be committed. The rule as modified would be"In an Agricultural Office there are papers dealing with particular crops or agricultural enquires which ought to be retained. If these are not (a) merely in the form of progress reports, (b) answers to correspondents applying for information, they ought to be retained."

The lists are I think comprehensive; and I am afraid I do not see how the nature of the papers can be any more clearly described with our present experience. These lists are after all tentative and subject to future revision whenever necessary. The lists may therefore be kindly adopted as they stand.

The observation with regard to papers relating to leave (other than casual) is applicable to officials whose service registers are preserved in this office. If such papers are destroyed, information as to leave and acting arrangements will not be easily accessible in the case of Gazetted Officers whose Service registers are preserved in the Audit Office. I may also mention that these papers are retained permanently in the Madras Department of Agriculture.

I agree that the Service Registers may be destroyed three years after discharge, resignation or retirement of the official.

I would insert a rule at the end investing the Director of Agriculture with discretionary power in the matter of destruction of records. The rule may run somewhat as follows:-

"5. The Director of Agriculture is not debarred from retaining either permanently or for longer periods than those prescribed in the appendix and records included under Class B. which, for any special reasons, he may consider it desirable to preserve. Similarly, records which though included under Class A are of a purely routine character may be destroyed by the Director of Agriculture at his discretion".

I have the honour to be,

Sir,

Your most obedient servant,

Offg. ~~Director~~ of Agriculture.

29
F

G. R. S. 26]

File No.

Serial No. /

Diary No. of letter replied to

No.

General and Revenue Secretariat

( )

, the 191 .

To

The D.D. of Agriculture

in Mysore

Date of issue 7-1-16.

Sir,

Signed by M.N. Madhavarao.

Adverting to correspondence ending with your letter No. 116/S of the 2nd Nov. 15 in re the rules for the destruction of records in the Agl. depts., I am directed to observe that the lists A & B sent up with your letter No. 35 of the 2nd Jan. 1915 cannot be approved. See comprehen-

over.

SUBJECT.

· five, in as much as many of the registers generally in use in an office do not find a place therein e.g. office order book, register of cash remittance to Treasuries, contingent register and order book for contingent charges, furniture and Stationery registers and travelling allowance register. On the other hand, the lists appended to contain certain ~~unnecessary~~ items ~~of papers~~ e.g. List A (2) posting books and collector's copy of crop cutting experiments (43) wages, List B. Reports and returns relating to officers drawing Rs 10 & over. Evidently these have been borrowed without any modification, from the list of the Madras Govt. and it is also a matter of doubt if there are any such returns at all in the

under which no papers are likely to exist in the registry

Agri. dept — List of enclosures.

Copied by .

Examined by .

GPB—25,000—8-8-11.

G. R. S. 27]

GENERAL AND REVENUE SECRETARIAT.

(Continuation sheet draft form.)

Agricultural Depart-
ment ~~of~~ here more
over in list B ~~the~~ heading
like "correspondence", ~~and~~ "Papers
of more" seems to be rather
too vague and a more
definite classification
appears necessary. It is also
desirable to have if possible
a uniform period for the
retention of records of
temporary preservation,
~~of course~~ with exceptions
~~in cases~~ when absolutely neces-
sary.

I am accordingly to request that
the lists may kindly be caused
to be revised in the light
of the above observations
and the revised lists submitted
early.

I have &c

~~Asst~~ Secy
for Secretary

Regd
20/12.

GPS—12,000—15-2-13.

E.A.93.

W. D. 0849—GPB—6,000—21-8-15

Telegraphic Address
"Agri, Bangalore."

DEPARTMENT OF AGRICULTURE,
MYSORE STATE.

Bangalore,

No. 270/S. Ener 2 ..... 8th March ..... 1916.

FROM

LESLIE C. COLEMAN, ESQ., M.A. PH.D.,
DIRECTOR OF AGRICULTURE IN MYSORE,
BANGALORE.

To

D. M. Narasinga Rao, Esquire, B.A., B.L.,
Secretary to the Government of H. H.
the Maharaja of Mysore, General Deptt.,
BANGALORE.

SIR,

With reference to your letter No. E.A.G. 93 of 31st December 1915, I have the honour to forward herewith lists of records to be preserved and destroyed, revised in view of the suggestions contained in your letter quoted above. The rules remain as they are. I trust that these will be satisfactory.

I have the honour to be,
Sir,
Your most obedient servant,

L. C. Coleman
Director of Agriculture.

H.S.

G.R.S. 28]

Sent to press 2/5

E.A. File No. 9/193-3
Serial No.

Diary No. of letter replied to

Proceedings of the Government of His Highness the Maharaja of Mysore

GENERAL AND REVENUE SECRETARIAT.
( )

, the 191 .

Date of issue 10.6.1946

Signed by Mr. N. Madhavarao

READ—

Correspondence ending with letter No: 270/8 of the 9th March 1916 from the Director of Agriculture in Mysore submitting for approval revised lists of records of the depts: to be permanently retained and those to be destroyed at intervals.

ORDER THEREON.—No.

Order No: 93-E.A. 9/46 dated 4th June 1946

over

SUBJECT.

Sanctions record rules for the offices of the Agricultural depts.

GPB—50,000—1-12-12

The rules and lists proposed
by the Director, ~~are slightly~~ as revised
~~modified~~ and approved are printed as an
~~shown in the~~ appendix to
this order.

NM

Legislative Dept.

Judicial Dept.

Nope
4/4.

4/20/4

W.S. 27/39

Destruction of Records.

The following rules are framed for destruction of records in the Department of Agriculture, in Mysore.

1. Papers should be marked A or B according as they are to be retained permanently or destroyed after a period as per list appended.

2. Head Clerk in the Head Office and the Chief clerks in the Division offices should mark on each paper in red pencil whether it should be filed under class A or class B.

With ordinary office and administrative papers the general principles laid in G.O. No. 4811-57/G.M.200-10-1 of the 21st February 1911 will be followed but in Agricultural office there are papers dealing with particular crops or agricultural enquiries which ought to be retained. If these are not (a) merely in the form of progress reports, (b) answers to correspondents applying for information, they ought to be retained.

3. Clerks should refer cases of doubt for orders

4. The Director of Agriculture is not debarred from retaining either permanently or for longer periods than those prescribed in the Appendix any records included under class B, which, for any special reasons, he may consider it desirable to preserve. Similarly records which though included under class A are of a purely routine character may be destroyed by the Director of Agriculture at his discretion.

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List I. (Retain) Series.

Papers and other records to be retained permanently.

1. Office order book, standing orders of the Department and circular orders issued from the Department.
2. Cash Books and Ledgers. (Personal, goods and of firms from whom Implements are purchased).
3. Establishments, correspondence relating to leave, promotion, appointments and schedule of establishment.
4. Agricultural Department - Organisation, duties of -, general reports relating to - , including revision and reorganisation.
5. Registers of files and letters (From & To registers, Index Books).
6. Registers of furniture and other Government articles.
7. Service register. 3 years after discharge, retirement, or resignation of the official concerned.
8. Government Proceedings Books. and Standing orders.
~~9. Contingent Registers.~~
10. Gazettes.
11. Administration reports and annual returns.
12. Budget Estimate of the Department.
13. Agricultural General - i.e. reports of permanent interest e.g. on agricultural practices of a tract, possibilities of certain crops or varieties &c.
14. ,, School - i.e. organisation, curriculum, final papers about building, equipment.
15. ,, Associations - i.e. organisation, reports of work done.
16. ,, Exhibitions - organisation, final reports thereon.
17. ,, Education - organisation, development - or papers relating to the principle ~~the~~ thereof.
18. ,, Conference -do- -do- -do-
19. ,, Statistics - excluding intermediate correspondence re collecting.
20. Analysis.
21. Books and Periodicals, correspondence relating to their supply & registers of.
22. Agricultural Co-operative Societies - ~~everything~~.
23. Crop and Crop cutting experiments - posting books and Collection original ledgers.
24. Farm - proposals for establishing - & correspondence re closing, including Dairy and Breeding Stations.
25. Economic Products.
26. Entomology - excluding progress returns.
27. Insects and Insect pests - other than applications for advice
28. Irrigation.
29. Land-acquisition, correspondence relating thereto.
30. Machine &Machinery, implements including reports on utility thereof.
31. Mycology excluding applications for advice.
32. Programme of works of officers.
33. List of Europeans employed & list of records ~~and~~ &c destroyed
34. Maps and their register, correspondence relating to their supply and other registers.
35. Personal conduct of Government Servants.
36. Reports of officers engaged in special work etc.
37. Papers relating to (a) organisation or development - not intermediate correspondence or sanctions for purchase - of enquiries or work relating to particular matter of agricultural interest. (b) reports thereon - not being progress reports.

This list will be extended as work expands. But in it may be included for the present the following.-

Arecanut, Chemical Analyses, Cotton, Cambodia cotton, Cocoanut Coffee and Planters' products, Dairy - also milk, butter, cheese, Cattle, Grass and fodder plants, Groundnut, Manures, Potatoes, Poultry, Soils, Silk, Sugarcane, Tobacco, Jola, Ragi, Rice.

38. Remittance Register showing remittances to Treasury
39. Stock register of Implements.

N.B.

3

List II. [Destroy series].

1. Hire Purchase System, applications, agreements &c., 2 years after close of each transaction.
2. Statement of pension applications pending-after settlement.
3. Defaults, loss of revenue &c., after disposal.

To be retained for 30 years.

4. Acquittance roll and establishment pay bills and leave ledger.
~~6. Correspondence re misconduct of officials, Inspectors, &c.~~
5 ~~6~~. House rent, quarters and accommodation.
~~7. Personal files of officers and officials of the Department.~~

~~To be retained for 20 years.~~

6 ~~8~~. Correspondence relating to construction of buildings &c.,

~~To be retained for 10 years.~~

7 ~~9~~. Papers relating to entertainment of temporary establishment.
8. Register of articles of Stationery.

~~To be retained for 5 years.~~

9 ~~10~~ Papers relating to Exhibition, rendering assistance to visitors and supplying information.
10 ~~11~~. Half yearly gradation list.
11 ~~12~~. Departmental fine statement.
12 ~~13~~. Correspondence re Conference and Meeting.
13 ~~14~~. Travelling Allowance Register.
14 Contingent register & cash book for Court

~~To be retained for 3 years.~~

15. Register of Forms.
16. Annual Accounts.
17. Quarterly statements with correspondence appertaining thereto.
18. Post-book and Service stamp account.
19. Stationery indents.
~~20. Office Attendance Register.~~
~~21. Accounts and papers relating to printed forms and stationery.~~
20 ~~22~~. Miscellaneous returns not of permanent nature.
~~23. Reminders.~~
21 ~~24~~. Papers relating to supply of seeds.
22 ~~25~~. Bill and Receipt books.

To be retained for 2 years

23 ~~26~~. Papers relating to the preparation of budget estimates.
24 ~~27~~. " " " unanswered references with lists.
25 ~~28~~. Orders, reports, petitions, books and statements which are obviously to be of no permanent value.
29. Forwarding dockets of accounts and returns.
~~26 30~~. Inspection notes of Division Officers &c.,
30. Sundry papers re the preparation of monthly accounts.
27 ~~31~~. Diaries of offices of the Department.

~~To be retained for 1 year.~~

28 Office Attendance register.
~~32~~. Report on condition of tents.
32. Correspondence re Travelling Allowance Bills, allowances, &c.
33. Correspondence regarding advances.
34. Papers re contingencies.
~~35~~. Correspondence re supply of Stationery and forms.
36. Correspondence re repairs and purchase of tents.
37. Certificate of permanent advance.
38 ~~40~~. Detailed contingent bill.
39 ~~41~~. Papers relating to information supplied to the scholarshipholders.
40 ~~42~~. Applications for appointments and scholarship

38

Government of His Highness the Maharaja of Mysore.

GENERAL AND REVENUE DEPARTMENTS.

G. O. No. 93-3—E. A. G., dated 10th June 1916

Record Rules.

Sanctions — for the Agricultural Department.

W D 2739—GPB—15-6-16—255

S.O. 1

Record Rules.

No. 93-3—E. A. G., dated 10th June 1916.

PROCEEDINGS OF THE GOVERNMENT OF HIS HIGHNESS THE MAHARAJA OF MYSORE.

GENERAL AND REVENUE DEPARTMENTS.

READ—

Correspondence ending with letter No. 270-S, dated the 9th March 1916, from the Director of Agriculture in Mysore, submitting for approval revised lists of records of the Department to be permanently retained and those to be destroyed at intervals.

Order No. 93-3—E. A. G., dated 10th June 1916.

The rules and lists proposed by the Director, as revised and approved, are printed as an appendix to this order.

D. M. NARASINGA RAO,
Secy. to Govt., Gen. Dept.

To—The Director of Agriculture in Mysore.

Exd.—C. R.

No. 93-3—E. A. G., dated 10th June 1916.

APPENDIX.

The following rules are framed for destruction of records in the Department of Agriculture in Mysore:—

1. Papers should be marked R or D according as they are to be retained permanently or destroyed after a period as per list appended.

2. Head Clerk in the Head Office or the Chief Clerks in the Division Offices should mark on each paper in red pencil whether it should be filed under the R series or D series.

3. Clerks should refer cases of doubt for orders.

4. The Director of Agriculture is not debarred from retaining either permanently or for longer periods than those prescribed in the appendix any records included under the D series, which, for any special reasons, he may consider it desirable to preserve. Similarly records, which, though included under the R series, are of a purely routine character, may be destroyed by the Director of Agriculture at his discretion.

LIST I—[R. (ETAIN) SERIES].

PAPERS AND OTHER RECORDS TO BE RETAINED PERMANENTLY.

1. Office order book, standing orders of the department and circular orders issued from the department.
2. Cash Books and Ledgers. (Personal, goods and of firms from whom implements, etc., are purchased.)
3. Establishments, correspondence relating to leave, promotion, appointments and schedule of establishment.
4. Agricultural Department—Organisation, duties of—, general reports relating to— including revision and reorganisation.
5. Registers of files and letters (From and To registers, Index Books).
6. Registers of furniture and other Government articles.
7. Service register.—Three years after discharge, retirement, or resignation of the official concerned.
8. Government Proceedings books and Standing Orders.
9. Gazettes.
10. Administration reports and annual returns.
11. Budget Estimate of the Department.
12. Agricultural General—*i.e.*, reports of permanent interest, *e.g.*, on agricultural practices of a tract, possibilities of certain crops or varieties, etc.
13. Agricultural School—*i.e.*, organisation, curriculum, final papers about building, equipment.
14. Agricultural Associations—*i.e.*, organisation, reports of work done.
15. Agricultural Exhibitions— organisation, final reports thereon.
16. Agricultural Education—organisation, development—or papers relating to the principle thereof.
17. Agricultural Conference do do do do
18. Agricultural Statistics—excluding intermediate correspondence *re* collecting.
19. Analysis.
20. Books and periodicals, correspondence relating to their supply and registers of.
21. Agricultural Co-operative Societies—Papers relating to.
22. Crop and crop cutting experiments—posting books and collection original ledgers.
23. Farm—proposals for establishing—and correspondence *re* closing, including dairy and breeding stations.
24. Economic products.
25. Entomology—excluding progress returns.
26. Insects and insect pests—other than applications for advice.
27. Irrigation.
28. Land acquisition, correspondence relating thereto.
29. Machine and machinery, implements including reports on utility thereof.
30. Mycology excluding applications for advice.
31. Programme of work of officers.
32. List of Europeans employed and list of records, etc., destroyed.
33. Maps and their register, correspondence relating to their supply and other registers.
34. Personal conduct of Government servants—Papers relating to.
35. Reports of officers engaged in special work, etc.

No. 93-3—E. A. G., DATED 10TH JUNE 1916.

LIST I—*contd.*

36. Papers relating to (*a*) organisation or development—not intermediate correspondence or sanctions for purchase—of enquiries or work relating to particular matter of agricultural interest, (*b*) reports thereon—not being progress reports.

This list will be expanded as work expands. But in it may be included for the present the following:—

Arecanut, chemical analyses, cotton, Cambodia cotton, cocoanut, coffee and Planters' products, Dairy—also milk, butter, cheese—cattle, grass and fodder plants, groundnut, manures, potatoes, poultry, soils, silk, sugar-cane, tobacco, jola, ragi, rice.

37. Register of remittances to Treasury.
38. Stock register of implements.

LIST II—[D (ESTROY) SERIES].

1. Hire purchase system—applications, agreements, etc.—Two years after close of each transaction.
2. Statement of pension applications pending—After settlement.
3. Defaults, loss of revenue, etc.—Papers relating to.—After disposal.

To be destroyed after thirty-five years.

4. Acquittance roll and establishment pay bills and leave ledger.
5. House rent, quarters and accommodation.—Papers relating to.

After twenty years.

6. Correspondence relating to construction of buildings, etc.

After ten years.

7. Papers relating to entertainment of temporary establishment.
8. Register of articles of stationery.

After five years.

9. Papers relating to exhibition, rendering assistance to visitors and supplying information.
10. Half-yearly gradation lists.
11. Departmental fine statement.
12. Correspondence *re* conference and meeting.
13. Travelling allowance register.
14. Contingent register and order book for contingent charges.

After three years.

15. Register of forms.
16. Annual accounts.
17. Quarterly statements with correspondence appertaining thereto.
18. Post-book and service stamp account.
19. Stationery indents.
20. Miscellaneous returns not of permanent nature.
21. Papers relating to supply of seeds.
22. Bill and receipt books.
23. Papers relating to the preparation of budget estimates.
24. Do do unanswered references with lists.
25. Orders, reports, petitions, books and statements which are obviously to be of no permanent value.
26. Inspection notes of Division Officers, etc.
27. Diaries of officers of the department.

After one year.

28. Office attendance register.
29. Forwarding dockets of accounts and returns.
30. Sundry papers *re* the preparation of monthly accounts.
31. Report on condition of tents.
32. Correspondence *re* travelling allowance bills, allowances, etc.
33. Correspondence regarding advances.
34. Papers *re* contingencies.
35. Correspondence *re* supply of stationery and forms.
36. Correspondence *re* repairs and purchase of tents.
37. Certificate of permanent advance.
38. Detailed contingent bill.
39. Papers relating to information supplied to the scholarship-holders.
40. Applications for appointments and scholarships.
41. Papers relating to supply of medicines.
42. Reminders.
43. Papers relating to refunds and drawbacks.

41 ~~43.~~ Papers relating to supply of medicines.
42 ~~44.~~ Order Book for contingent charges. Reminders
43 ~~45.~~ Papers relating to refunds and drawbacks.